

10 April 1974

MEMORANDUM FOR: Executive Officer/OL

SUBJECT: LI 30-1 and LI 30-2

1. The attached, subject Logistics Instructions have been reviewed to determine their current relevancy and need.

2. LI 30-1, dated 30 June 1966, PRA Control Record. The purpose of this instruction is to establish a procedure whereby the OL/BF would maintain detailed encumbrance records, based on OL documentation, on each Agency components having annual PRA requirements of more than \$250,000. The date of this instruction, 1966, is significant. At that time the records of the operating components, who have the responsibility for control of PRA, were neither accurate nor reliable. Since management of PPA requires information on plans for and use of PRA by the operating components, these duplicative records were established to compensate for the deficiencies of the normal accounting system. The intervening years have seen major improvements in accuracy and reliability of the PRA records and implementation of other management techniques such as Procurement Plans. With availability of the improved information base for management of PPA, OL has not been maintaining the PRA control records since FY 1968. LI 30-1 is now irrelevant and useless.

3. LI 30-2, dated 22 September 1969, Planning, Programming, and Budgeting System. The purpose of this instruction is to establish respective responsibilities of the Executive Officer and the staff/division chiefs for the PPB system. The statement of responsibilities assigned to the Executive Officer by LI 30-2 is redundant with the statement of responsibilities assigned by LI 1-14 Organization and Functions - Executive Officer. Action required by staff/division chiefs in the development of program and budget estimates and narratives is generated by specific, ad hoc instructions by the Executive Officer. Authority and responsibility for financial control of funds is inherent in the suballotment of funds by D/L. Therefore, assignment of responsibilities to OL staffs/division chiefs by means of a Logistics Instruction is not necessary.

4. The OL/BF recommends your approval for immediate rescission of LI 30-1 and LI 30-2.

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APPROVED:

Chief, OL/EO/BF

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S-E-C-R-E-T

INSTRUCTION NO.
LI 30-1

LI 30-1
FINANCIAL ADMINISTRATION
30 June 1966

SUBJECT: PRA Control Record

1. GENERAL

The purpose of this instruction is to establish responsibilities and procedures for the control of PRA (Property Requisitioning Authorization) of Agency requisitioning components with annual property requirements of more than \$250,000.

2. RESPONSIBILITIES AND PROCEDURES

a. The Central Control and Distribution Branch, Supply Division, OL,
shall:

- (1) Review and edit each customer requisition from other than Type I Accountable Installations for determination and indication of items requiring procurement action.
- (2) Cite the proper Procurement Operating Account Number to indicate materiel category.
- (3) Assign a voucher number.
- (4) Forward a "run-off" copy of the priced requisition, edited for procurement action, citing the Procurement Operating Account and Voucher Number to OL/Budget and Fiscal PRA Control.
- (5) Forward copies of priced abstracts of requisitioned items determined as not being available for issue from stock.

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GROUP 1 Excluded from Automatic Downgrading and Declassification

S-E-C-R-E-T

INSTRUCTION NO.
LI 30-1

LI 30-1
FINANCIAL ADMINISTRATION
30 June 1966

- b. The Depot Stock Control Branch [REDACTED] Supply Division, OL, shall:

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Price items on requisition to be issued from inventory and send copy to OL/B&F PRA Control.

- c. The Budget and Fiscal Branch, Executive Office, OL, shall:

- (1) Post the dollar value of requisitions by Agency components from "run-offs" of original requisitions or abstracts thereof, which have been edited and priced, to the PRA Control Record.
- (2) When required, adjust entries on PRA Control Record based on obligating instrument (Purchase Order, Contract, Letter Order, etc.).
- (3) Record adjustments resulting from amendments to original requisitions.
- (4) Post the value of PRA encumbered by field stations to which PRA is sub-allotted for all property requisitioned or acquired other than that procured through the "local" property procurement allotments. The field PRA encumbrances are to be reported monthly by cable from overseas stations and forwarded to OL for OL/B&F PRA Control.
- (5) Monthly, total each control record and prepare a summary report by Agency component to reflect total PRA encumbered and unencumbered balance for submission to the Director of Logistics.
- (6) Prepare a notification to the budget and fiscal unit of the Agency component when PRA encumbrances appear to be running in excess of the normal rate to include the name of the component, PRA authorized, total encumbrances to date and a

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INSTRUCTION NO.
LI 30-1

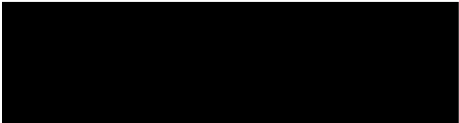
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percentile comparison of encumbrances against the normal rate. The notification will be prepared for the signature of the Director of Logistics and forwarded to the component with a copy to Office of Planning, Programming and Budgeting. Notifications to the B&F unit involved will be noted on the back of the pages of the PRA control record of component involved, giving date, names of individuals contacted and pertinent comments.

3. EFFECTIVE DATE

The above procedures shall become effective 1 July 1966.

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GEORGE E. MELOON
Director of Logistics

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